

VSH Governing Body Meeting Minutes

March 19, 2008, 1:30 pm

Nursing Classroom, 5 South Building

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| Type of meeting: | Oversight |
| Facilitator: | Michael Hartman, Commissioner of Mental Health (1:30 to 2:30 pm) Beth Tanzman, Deputy Commissioner of Mental Health from (2:30 pm to 3:30 pm) |
| Note taker: | Denise McCarty |
| Governing Body Members: | Dr. William McMains; Beth Tanzman, Deputy Commissioner of Mental Health; Patrick Flood (for partial meeting) (Designee for Secretary Cindy LaWare); Ann Moore (President of NAMI-VT); Terry Rowe, Dr. Tom Simpatico |
| Attendees: | Jessica Oski, Jack McCullough, Mental Health Law Project |

AGENDA TOPICS: EXECUTIVE DIRECTOR'S REPORT; MEDICAL DIRECTOR'S REPORT; QUALITY MANAGEMENT REPORT; REVIEW AND APPROVAL OF MINUTES; OTHER BUSINESS; PUBLIC COMMENT

Discussed: Approval of Meeting Minutes

The February 20th meeting minutes were reviewed by the committee members. Patrick Flood motioned to accept the minutes as presented. William McMains seconded the motion. All in favor of accepting the minutes as presented. Motion passed unanimously.

Discussed: Executive Director's Report (with Terry Rowe)

Terry introduced and welcomed Kate Purcell to the Governing Body. Kate is the newest member of the committee. TR reviewed the latest revisions to the hospital's Mission, Vision, and Values statement. WM suggested a minor change. Patrick Flood motioned to approve the revised VSH Mission, Vision, Values Statement. Ann Moore seconded the motion. The committee voted, all in favor. Motion passed unanimously.

TR reviewed the financial summary for VSH handout and discussed staffing and over-time issues.

Patrick needed to leave at 2 pm to attend another meeting.

Due to a full agenda and time constraints the Executive Director's report was brief.

(End of Executive Director's Report)

Discussed: Medical Director's Report (with Tom Simpatico)

Dr. Simpatico indicated that a search is underway to fill another full-time physician position at VSH to cover vacations and the reduction in time that Dr. Malloy and Dr. Novas-Schmidt have cut from their hours at the end of May. TS has confirmed that a locum tenem doctor will be used at VSH while Dr. Duncan is away starting at the end of March for up to 6 weeks. TS handed out a physician performance assessment and management chart that may be used to review physician's work at VSH. TS reviewed a second handout that showed pharmacy data such as adverse drug reactions, pharmacologic events, etc. from December 2007 to February 13, 2008.

Medical Staff Bylaws draft 1.4 and VSH Medical Staff Rules and Regulations– Jessica and Tom gave a brief overview of the revised medical staff bylaws. The VSH medical staff approved this version. Jessica advised that there may be small amendments made by the VSH medical staff in the near future but that all amendments would be reviewed by the Governing Body. BT asked at what level of review did the bylaws go under besides our medical and legal staff? TR answered that Dr. Jeff Geller, DOJ consultant had reviewed these bylaws and made suggestions and that the FAHC medical bylaws were used as a guideline. TS will bring copies of these documents to the next State Standing Committee to solicit feedback. Beth Tanzman motioned to adopt these bylaws on an interim basis to have an updated version in order to meet the requirements of the Joint Commission. She raised concerns that the disciplinary action section needed to be reviewed by others, other than VSH medical staff to see if they were appropriate and that the Governing Body needed more time to review this section. Ann Moore seconded the motion. WM commented that the VSH Medical Staff Rules and Regulations document was more of an administrative process on how to implement the medical staff bylaws and he didn't feel it needed to be voted on separately. Ann Moore made a motion to amend the original motion to reflect voting on approval of both the rules and regulations document and the medical staff bylaws version 1.4. BT seconded the motion. The committee voted to accept the VSH Medical Staff Bylaws version 1.4 and Staff Rules and Regulations document with the understanding that TS would circulate this document to outside sources to get additional feedback on the content, all in favor. Motion was approved unanimously.

(End Medical Director's Report).

Ann Moore clarified her role on the Governing Body, she considers herself a family member rather than a representative from NAMI-VT. Her thoughts and opinions may not reflect the opinions of NAMI-VT.

Quality Management Report - Due to a full agenda, a Quality Management Report was not be presented at the March Meeting but Scott Perry will return in April to give an updated report.

Discussed: VSH Policies -

VSH Patient Work Policy - The VSH Patient Work Policy was announced as a policy under development but was not discussed as it need more work before it is presented to the Policy Committee or Governing Body. Michael suggested that Terry contact the HR person at WCMH to advise on supervision methods/what their process is for someone that holds a job and has mental illness. Kate Purcell suggested more detail be in place to clarify on what grounds would a patient be terminated from their job if they were not compliant with their treatment plan as it can be devastating to be terminated from a job especially if you suffer from mental illness.

Visitor's Policy draft 1.5 – Jessica Oski reviewed the changes in the Visitor's Policy with the Governing Body members. Discussion followed about the change of visiting hours. There was public comment from Jack McCullough at Mental Health Law Project. He voiced concerns about the reduction in visiting hours and suggested rethinking the reduction in hours. He suggested having visiting hours from 10 am to 8 pm 7 days per week subject to conflicts with patient programming. His second concern was the “definition of hospital visitor” and that law enforcement was listed in that definition but other place in the policy. How does this apply to law enforcement that are visiting patients to investigate legal charges or other legal matters? And lastly, Jack had a concern about the check in/check out procedures and having to present a valid id card. Can there be a frequent visitor provision? TR suggested that Jack and Wendy Beininger discuss these issues and make a recommendation to the VSH Policy committee. The Governing Body would like to bring back the Visitor's Policy back to next month's meeting to discuss the ease of access for staff at the Mental Health Law Project and for frequent visitor's and taking a pro-active role with linking patient's with communities. Terry Rowe, acting in her role as the Executive Director, made the policy “interim.”

Professional Behavior and Personal Boundaries Policy draft 1.4 – Due to time constraints the Professional Behavior and Personal Boundaries policy was not discussed at this meeting and would like to review this policy at their April Meeting.

The meeting adjourned at 3:30 pm. The next Governing Body meeting will be on **Wednesday, April 16, 2008 at 1:30 pm.**

Respectfully submitted,

Denise McCarty
Minute Taker